



State of New Jersey

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DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 12, 2025
NOTICE OF JOB VACANCY
#25-147

This is a repost of job vacancy announcement #24-445; previous applicants need not reapply.

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Senior Clerk Typist)

SALARY: \$20.11 to \$27.98 per hour

LOCATION: [Division of Administration](#)
Human Resource Management
25 Market St., Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.nj.gov/jobspec/23233.htm.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in clerical work including typing.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

SPECIAL NOTE: A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) will be scheduled and administered during the hiring process. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 25 net words per minute. Net words equals total words per minute minus errors. *Please note: applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved proxy of the CSC, and have a passing score on file with CSC, are not required to be tested again. For applicants who possess a copy of their CSC typing test results, please include a copy with your application.*

SAME APPLICANTS: If you are applying under the NJ "SAME" program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), email: or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #25-147, a current resume, and a copy of your unofficial transcripts (for education credit) to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 26, 2025**. *Applications will not be accepted via email.*

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

